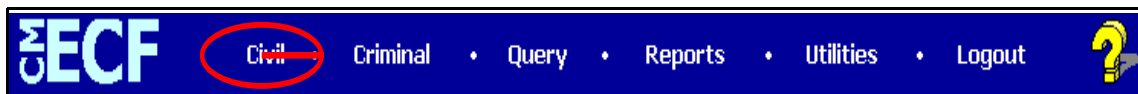


# CM/ECF CIVIL TRIAL MEMORANDUM ATTORNEY TRAINING

## **Docketing a Trial Memorandum**

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).



**Figure 1 - CM/ECF Main Menu bar**

2. The system will display the **Civil Events** screen. Click on **Trial Documents** in the Other Filings section (see Figure 2).



**Figure 2 - Civil Events screen**

# CM/ECF CIVIL TRIAL MEMORANDUM ATTORNEY TRAINING

## Docketing a Trial Memorandum

3. The system will display the **Trial Documents** selection screen (see Figure 3).
  - a. Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of trial documents. Move your mouse down the list to select **Trial Memorandum** from the list. Click on the words **Trial Memorandum**. (see Figure 3a).
  - b. Once the **Trial Memorandum** event appears in the purple area next to the down-arrow (see Figure 3b), click the [ **Next** ] button to continue.

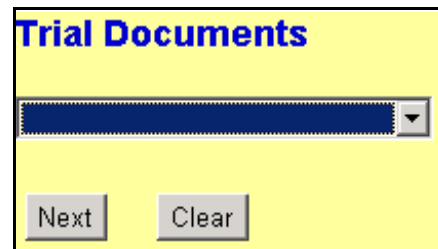


Figure 3 - Trial Documents selection screen

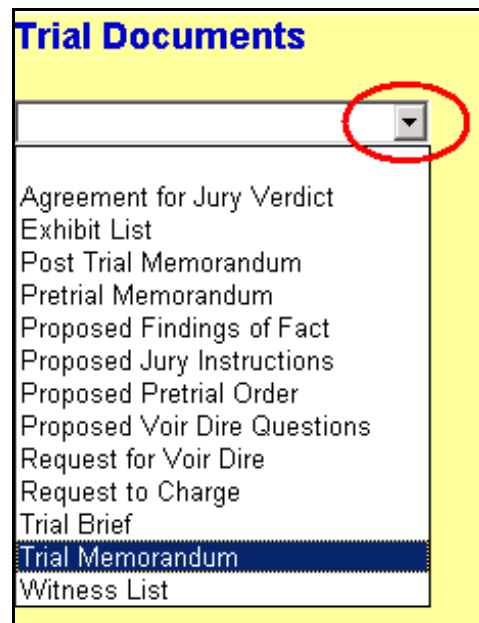


Figure 3a - Trial Documents drop-down menu

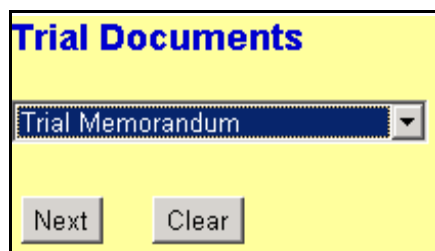
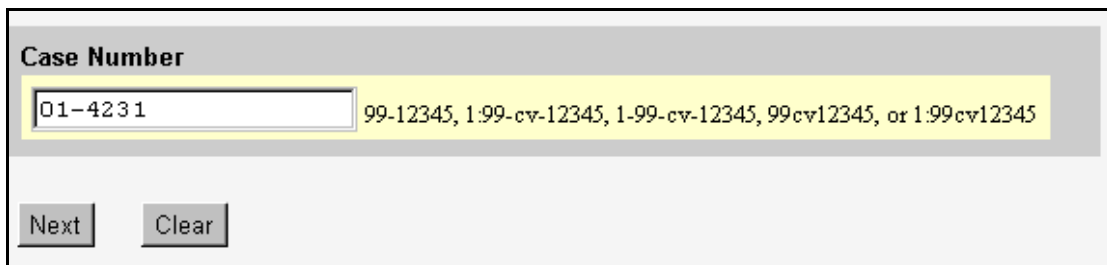


Figure 3b - Trial Memorandum selected

# CM/ECF CIVIL TRIAL MEMORANDUM ATTORNEY TRAINING

## **Docketing a Trial Memorandum**

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[ Next ]** button to continue (see Figure 4).

The screenshot shows a web form titled "Case Number". It features a text input field containing "01-4231". To the right of the input field, a list of valid case number formats is displayed: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field and the list are two buttons: "Next" and "Clear".

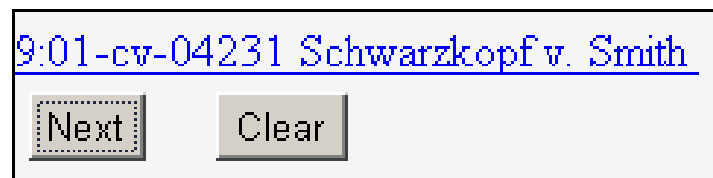
**Figure 4 - Case Number screen**

- a. If the case number entered is not a valid case number, the system will display the following message:

**1:yy-cv-nnnnn is not a valid case. Please enter a valid value.**

Click the **[ Back ]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

5. The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.

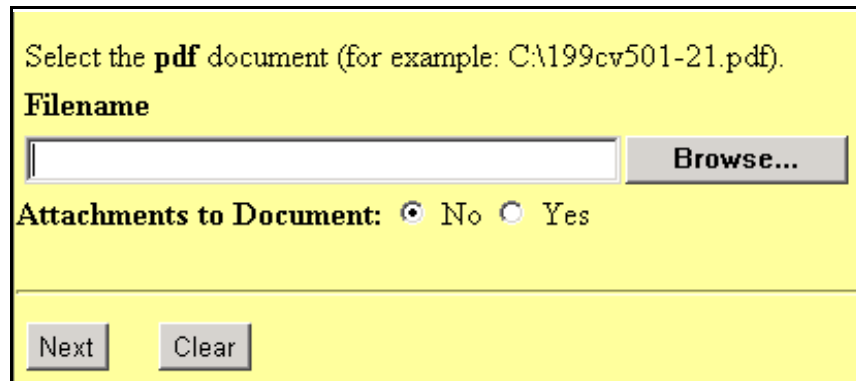
The screenshot shows a web form titled "Case Number Verification". It displays the case number "9:01-cv-04231" and the case name "Schwarzkopf v. Smith" in blue text. Below this information are two buttons: "Next" and "Clear".

**Figure 5 - Case Number Verification screen**

# CM/ECF CIVIL TRIAL MEMORANDUM ATTORNEY TRAINING

## **Docketing a Trial Memorandum**

- a. If this is the correct case, click the **[Next]** button.
  - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.
6. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 6).



Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Browse...**

**Attachments to Document:** ☒ No ☐ Yes

**Next** **Clear**

**Figure 6 - PDF Document Screen**

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the **[ Browse... ]** button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the **[ Next ]** button to continue.

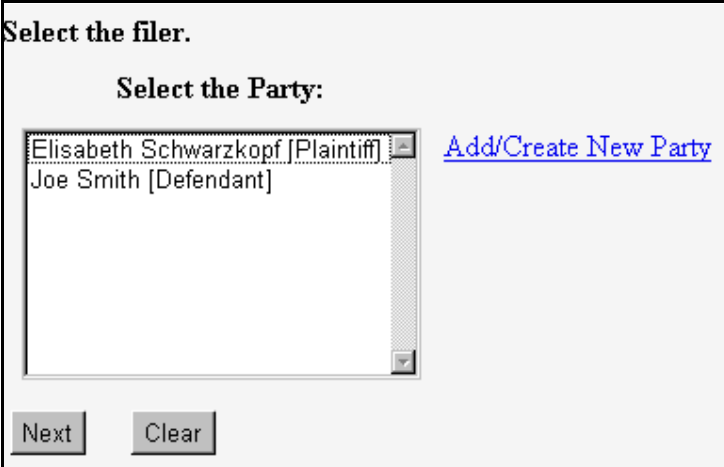
# CM/ECF

## CIVIL TRIAL MEMORANDUM

### ATTORNEY TRAINING

#### Docketing a Trial Memorandum

7. The system will display the **Party Selection** screen (see Figure 7).



Select the filer.

Select the Party:

Elisabeth Schwarzkopf [Plaintiff]  
Joe Smith [Defendant]

[Add/Create New Party](#)

Next Clear

Figure 7 - Party Selection screen

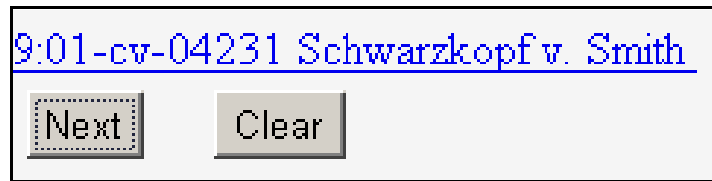
- a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the trial memorandum. To select the party(ies) who is filing the trial memorandum, click on that party's name to highlight it, then click the **[Next]** button.

**NOTE:** If the trial memorandum is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control <Ctrl> key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the trial memorandum are selected.

# CM/ECF CIVIL TRIAL MEMORANDUM ATTORNEY TRAINING

## Docketing a Trial Memorandum

8. The system will display the **Case Number Verification** screen again (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.



9:01-cv-04231 Schwarzkopf v. Smith

Next Clear

Figure 8 - Case Number Verification screen

- a. If this is the correct case, click the **[Next]** button.
  - b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.
9. The system will display the **Docket Text: Final Text** screen. The docket text will be displayed. The system will display the following message:

**Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

**NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.**

# CM/ECF CIVIL TRIAL MEMORANDUM ATTORNEY TRAINING

## **Docketing a Trial Memorandum**

When you click the **[ Next ]** button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the **[ Next ]** button to complete the docketing of this transaction.

10. The system will display the **Notice of Electronic Filing** screen (see Figure 10, next page). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
  - a. To print a copy of this notice, click the browser **Print** icon.
  - b. To save a copy of this receipt, click the **File** option on the browser menu.

**NOTE:** When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

**CM/ECF**  
**CIVIL TRIAL MEMORANDUM**  
**ATTORNEY TRAINING**

**Docketing a Trial Memorandum**

Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

**Case Name:** Schwarzkopf v. Smith

**Case Number:** [0-01-04231-RB](#)

**Document Number:** [19](#)

**Docket Text:**

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

**Document description:**Main Document

**Original filename:**R:/TRAINING/ECF/Docs\_PDF/ECFdocs/Motion.PDF

**Electronic document Stamp:**

[STAMP dcstdStamp\_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]  
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735  
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

**0-01-04231-RB Notice will be electronically mailed to:**

**0-01-04231-RB Notice will not be electronically mailed to:**

Dale P. Jones  
Jones and Associates  
129 Main Street  
San Antonio, TX 78209

Leslie LeFord  
Courthouse Steps  
271 Main Plaza  
San Antonio, TX 78201

**Figure 10 - Notice of Electronic Filing screen**